



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
6501 E. ELEVEN MILE ROAD
WARREN MI 48397-5000

IMNE-MIG-EEO

FEB 13 2009

MEMORANDUM FOR U. S. Army Garrison-Detroit Arsenal (USAG-DTA) Associates

SUBJECT: Policy Memorandum #10, Prevention of Unlawful Harassment

1. REFERENCE.

- a. Title VII of the Civil Rights Act of 1964, as amended
- b. The Age Discrimination in Employment Act of 1967, as amended
- c. The Americans with Disabilities Act of 1990, as amended
- d. 29 C.F.R Part 1614
- e. AR 600-20, Army Command Policy, 13 May 02
- f. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04

2. PURPOSE. Provide EEO guidance to all Garrison personnel assigned to Detroit Arsenal.

3. APPLICABILITY. This policy is applicable to all civilian personnel assigned to and/or under the operational control of the USAG-DTA.

4. POLICY. Harassment will not be tolerated (Zero Tolerance). Leaders within the USAG-DTA will ensure all employees assigned to the Garrison work in an environment that is free of any form of harassment. A copy of this policy statement will be posted in Directorate's areas of responsibility, on all official bulletin boards, websites and made available upon request.

5. PROCEDURES.

- a. No employee will be retaliated against for filing a complaint or reporting harassment.
- b. All employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop; this is a key effort to put them on awareness. Employees should also report harassment to management at an early stage to prevent its escalation.
- c. Harassment in the workplace violates federal law whether the discriminatory treatment is based on sex (whether or not of a sexual nature), race, color, religion, national origin, age, disability or protected activity under the anti-discrimination statutes. Offensive conduct

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constitutes harassment if it alters the conditions of the victim's employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment.

d. Any person in a supervisory or command position has a responsibility to exercise reasonable care to prevent and promptly correct any harassment in the workplace, before it rises to the level of a violation of federal law. All employees have a responsibility to avoid the potential harm of harassment by using the complaint process or otherwise reporting the harassment before it becomes severe or pervasive. No employee or applicant for employment will be retaliated against for filing a complaint or reporting harassment.

e. Harassment of any kind is detrimental to the accomplishment of the Garrison mission and affects the morale of the workforce. The spirit of our policy is to prevent harassment, thereby fostering a work environment conducive to maintaining high level of professional behavior and courtesy that marks the Garrison's commitment to excellence.

f. Our thoughts, words, and actions may affect our coworkers and everyone needs to be mindful of this. Management must take immediate action to resolve situations when they occur.

6. PROPONENT. The Equal Employment Opportunity (EEO) Office is the proponent for this USAG-DTA policy. POC is the EEO Office, IMNE-MIG-EEO, at commercial (586) 574-8354, or DSN 786-8354.


BRENDAL EEE MCCULLOUGH
Garrison Manager